



*A service of the Department of  
Human Resource Management*

## The Quick and Easy Way To Manage Your Health Benefits – on the Web!

**<http://edirect.state.va.us>**

- Step 1: **Login.** Have your personal identification number, your passcode, and your preferred e-mail address handy when you click on Login.
- Step 2: **Main Menu.** Click on a link to review or make changes to your Health Benefits Profile. Some changes may require you to identify the qualifying mid-year event.
- Step 3: **Make Changes.** Carefully update your Health Benefits Profile, double-check your selections, and submit your request from the bottom of the page.
- Step 4: **Confirmation.** Review the Health Benefits Profile describing your changes. If you find an error, click on Main Menu and repeat steps 2 and 3.
- Step 5: **Logout.** If you are satisfied with the review of your Health Benefits Profile, keep a copy of it for your records, and then click on Logout.

*Note: EmployeeDirect is also available for members of the State Retiree Health Benefits Program. Those without WEB access may use an Enrollment form.*

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## How Do I Know My Changes Have Been Made?

EmployeeDirect will confirm your changes in one of two ways. Either it approves your request right away with a confirmation number displayed on your updated Health Benefits Profile, or it refers your request to your Benefits Administrator for additional review. Before updating your Health Benefits Profile, your Benefits Administrator may ask you for supporting documents.

## Don't Have an EmployeeDirect Passcode?

Visit EmployeeDirect and click "Request Passcode"! Your passcode is sent directly by e-mail within an hour. However, if your e-mail address is missing or incorrect, you will be asked to contact your Benefits Administrator for assistance. Once your Benefits Administrator updates your e-mail address, you can immediately revisit EmployeeDirect and request your passcode again.

Be sure to keep your EmployeeDirect passcode confidential. It serves as your electronic signature in place of your written signature.

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